

INTERNAL USE ONLY

*Penniston*

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## I. Problem

To ascertain the presence and scope of promotion blockages in the various Career Services and to find remedies for such blockages.

## II. Method of Review

### A. Grade Structure

1. Compare Agency position structure with selected agencies and departments.

### B. Career Service Grade Authorizations

1. Review for problem areas.

### C. Problem Areas (B1)

1. Head room by occupation
2. Review Date of Grade Roster in impacted areas
3. Review of Retirement Run
4. Review of Performance Ratings and mobility where required

## III. Remedies to be Considered

- A. T/O grade adjustments
- B. Retirements
- C. Reduction in Grade
- D. Separations for performance
- E. Separation and Contract
- F. Reassignment to other occupation
- G. Reassignment to other Career Service

## IV. Information Sources

U. S. Budget  
Jobs by Occupation  
Employees by Occupation  
Retirement Roster  
Date of Grade Roster  
Personnel Files

*Analysis of how many in "Reached peak potential" column  
Cross roads*

*Deficiency of Service Comp. Information  
to form to this for than found*

*Deas*

*Succession  
Retirement*

ADMINISTRATIVE  
INTERNAL USE ONLY

GROUP 1  
Excluded from automatic  
downgrading and  
declassification